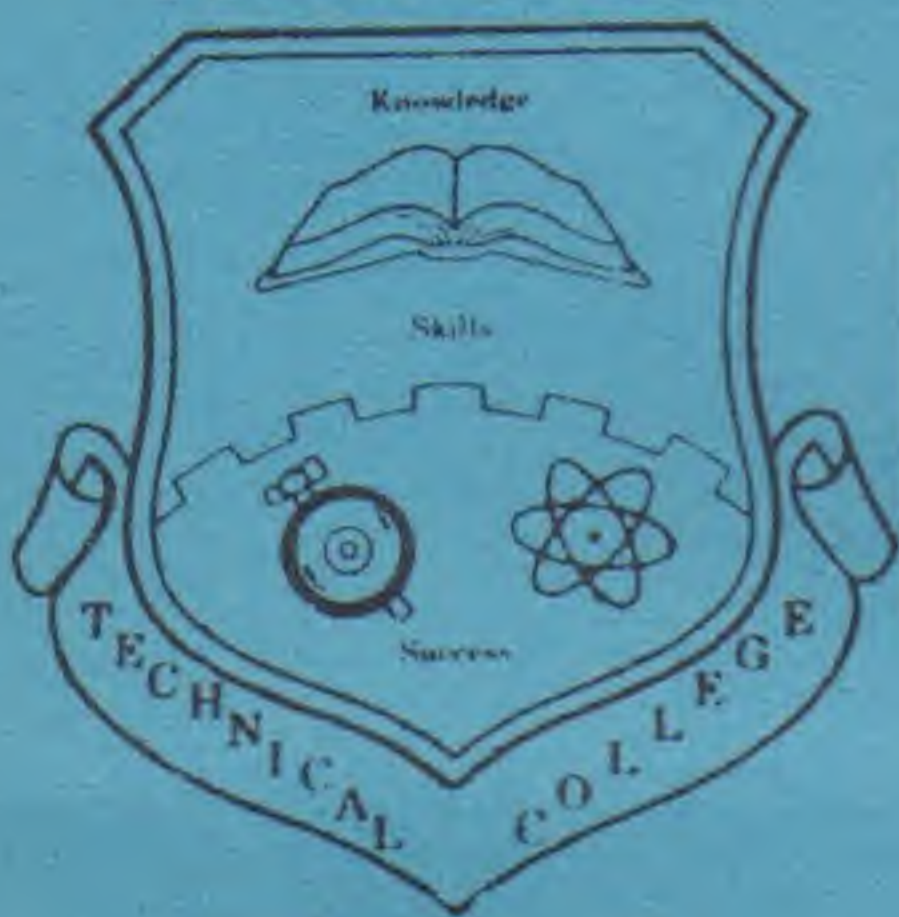


# FREDD STATE TECHNICAL COLLEGE

## GENERAL BROCHURE

FREDD STATE



\*Accredited by the Southern Association of Colleges and Schools.

\*Approved by the State Department of Education.

\*All programs approved for Veterans training.



## GENERAL INFORMATION

### ENTRANCE REQUIREMENTS

A person must be 16 years of age to be accepted for enrollment in any program offered at C. A. Fredd State Technical College. A high school diploma or its equivalent is desirable. However, non-graduates may enroll in most of the courses offered as special students if they have completed at least the 8th grade. Students enrolling in the Barbering program should have completed the 10<sup>th</sup> grade. Students enrolling in Secretarial or Graphic Arts should have a high school diploma or GED.

### APPLICATION PROCEDURES

1. A person eligible to enroll must obtain from the registrar's office the necessary enrollment forms.
2. A \$5 application fee must be paid when the application is submitted.
3. A transcript of credits must be submitted from the last school attended.
4. Prospective students will be notified by mail when to report for pre-registration. Tuition is paid at this time or no later than the 1st day of school.
5. Students are enrolled on a quarterly basis.

### FINANCIAL INFORMATION

Application Fee .....	\$5.00
Tuition .....	\$125.00-Full-time per quarter \$62.50-Half-time per quarter
Student ID Cards.....	\$4.00 per year
Parking Decals .....	\$3.00 per year

Books, tools, supplies and uniforms must be purchased by all students. The cost will vary from course to course.



## FINANCIAL AID PROGRAMS

BASIC EDUCATIONAL OPPORTUNITY GRANT

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

ALABAMA STUDENT ASSISTANCE PROGRAM

CETA

ALABAMA MIGRANT FARM & SEASONAL  
WORKERS PROGRAM

VOCATIONAL REHABILITATION

ALABAMA STATE ACADEMIC SCHOLARSHIPS

SOCIAL SECURITY (Dependent's Educational Benefits)

Special Funds

VETERANS' BENEFITS (See Registrar)  
(All programs are approved for veterans training)

Further information concerning the programs mentioned  
may be obtained from the Coordinator's Office.

It is the policy of C. A. Fredd State Technical College that no  
one, on the grounds of race, color, handicap, sex, religion, or  
national origin, be subjected to discrimination in the  
recruitment and admission of students, the employment of  
faculty and staff, and the operation of any of its programs  
and activities, as specified by Federal laws, and regulations.

Inquiries concerning enrollment may be directed to :

C. A. Fredd State Technical College  
3401 - 32nd Avenue  
Tuscaloosa, AL 35401  
Phone: 205/758-3361

## COURSES OFFERED

Barbering  
Body & Fender Repair  
Carpentry  
Commercial Sewing  
Graphic Arts  
Masonry  
Plumbing & Pipefitting  
Radio & TV Repair  
Residential Electricity  
Secretarial  
Sewing Machine Mechanics  
\*Sheet Metal  
Small Engine Repair  
Upholstery

NOTE: All of the above programs are offered full time  
Monday through Friday from 7:45 a.m. until 2:30  
p.m.

## EVENING CLASSES

Body & Fender Repair  
Commercial Sewing  
Masonry  
Plumbing & Pipefitting  
Radio & TV Repair  
Secretarial

NOTE: All evening programs are half time and meet  
Monday, Tuesday, and Wednesday from 5:30  
p.m. to 10:30 p.m.



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Length of Program: 4 Quarters (12 months)

## THE BARBER'S WORK

A barber is often thought of as a person who just cuts hair. But with the rapidly increasing interest in total male grooming, many contemporary barbers now provide a wide variety of service for customers. These services include: hairstyling, hair coloring, shampoos, hair and scalp treatment, facials, shaves, and trimming beards and mustaches. The recommending and selling of grooming aids are important collateral services. Through specialized knowledge and an up-to-date awareness of current trends, a barber can suggest hair styles to suit individual customers. Advice can also be given on treatment and cure of hair and scalp problems.

NOTE: One quarter of Related Math and one quarter of Communicative Skills are required for completion of Program. Students entering the program should have completed the 8th grade.

## BARBERING

## BODY AND FENDER REPAIR CARPENTRY

## COMMERICAL SEWING AND TAILORING GRAPHIC ARTS

## MASONRY PLUMBING AND PIPEFITTING

## RADIO AND TELEVISION REPAIR RESIDENTIAL ELECTRICITY

## SECRETARIAL SEWING MACHINE MECHANICS SMALL ENGINE REPAIR

## UPHOLSTERY SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

## JOB REQUIREMENT

In Alabama and in most states, a barber must be licensed by a State Board of Examiners, be at least 16 years old, and a graduate of an accredited barber college. Curriculum emphasizes barbering skills, with additional courses that include anatomy, sanitation, salesmanship, and general business methods.

## GENERAL OUTLINE

Orientation	Scalp Treatments
Learning to Use and Identify	Shaving
Barbering Implements	Business Practices
Related Science	Getting a Job
Hair Cutting	Shampooing

NOTE: One quarter of Related Math and one quarter of Communicative Skills are required for completion of program. Students entering this program should have completed the 10th grade.

## BODY AND FENDER REPAIR CARPENTRY

## COMMERICAL SEWING AND TAILORING GRAPHIC ARTS

## MASONRY PLUMBING AND PIPEFITTING

## RADIO AND TELEVISION REPAIR RESIDENTIAL ELECTRICITY

## SECRETARIAL SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Length of Program: 8 Quarters (24 months)

## COURSE DESCRIPTION

This course is designed to train students to repair damaged bodies and body parts of automotive vehicles, such as automobiles and light trucks. A student learns to examine damaged vehicles and estimate cost of repairs, remove upholstery, accessories, electrical and hydraulic window-and-seat operating equipment, and trim to gain access to vehicle body and fenders. He also gains skills in straightening bent frames using hydraulic jack and pulling devices. He learns to straighten, file, grind, and sand repaired surfaces using power tools and hand tools, and to refinish repaired surface after performing body repairs.

## GENERAL OUTLINE

Oxy-Acetylene	Repairing Damaged Sheet Metal
Panel Replacement	Interior and Exterior Trim
Refinishing	Estimating and Damage Reporting
Fuel	Automotive Electricity
Remove, Replace and/or Install Interior, Exterior Trim and Hardware.	

## BODY AND FENDER REPAIR CARPENTRY

## COMMERICAL SEWING AND TAILORING GRAPHIC ARTS

## MASONRY PLUMBING AND PIPEFITTING

## RADIO AND TELEVISION REPAIR RESIDENTIAL ELECTRICITY

## SECRETARIAL SEWING MACHINE MECHANICS SMALL ENGINE REPAIR

## UPHOLSTERY SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

## GENERAL OUTLINE

## COURSE DESCRIPTION

## ADVANTAGES OF TRADE

1. Offers variety
2. Does not become routine or monotonous
3. May be carried on in any town, city, or rural community-- anywhere there are automobiles.
4. Relatively easy to acquire own Business.

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required before completion of this program.

## GENERAL OUTLINE

Orientation

Safety in the Shop

Foundations Layout

Shedding

Use & Care of Tools

Blueprint Reading

Wall Framing

Roofs

Miscellaneous

## CARPENTRY

## COMMERICAL SEWING AND TAILORING

## GRAPHIC ARTS

## MASONRY

## PLUMBING AND PIPEFITTING

## RADIO AND TELEVISION REPAIR

## RESIDENTIAL ELECTRICITY

## SECRETARIAL

## SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Length of Program: 6 Quarter (18 months)

## COURSE DESCRIPTION

The length of the carpentry program is 18 months. The instructional program is divided between classroom theory and shop practice.

Course content consists of safety, use and care of hand tools and power equipment, and the application of common building materials. Instruction includes foundations, exterior finishing, roof framing, blueprint reading, estimating materials, related mathematics and communication.

## GENERAL OUTLINE

Orientation	Use & Care of Tools
Safety in the Shop	Blueprint Reading
Foundations Layout	Wall Framing
Sheathing	Roofs
	Miscellaneous

## CARPENTRY

## COMMERICAL SEWING AND TAILORING

## GRAPHIC ARTS

## MASONRY

## PLUMBING AND PIPEFITTING

## RADIO AND TELEVISION REPAIR

## RESIDENTIAL ELECTRICITY

## SECRETARIAL

## SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

## EMPLOYMENT OUTLOOK

During the next few years, the growth of building construction will result in an increasing demand for construction of homes, schools, churches, stores, public institutions, and many other types of buildings and recreational facilities.

When training is completed, the carpentry graduate will be qualified for a broad range of job opportunities such as supervisor, foreman, inspector, and contractor. For those who have the ability and are willing to work, the field of carpentry is unlimited.

NOTE: Two quarters of Related Math and two quarters of Communicative Skills are required for completion of the program.

**COMMERICAL SEWING AND TAILORING**  
**GRAPHIC ARTS**  
**MASONRY**  
**PLUMBING AND PIPEFITTING**  
**RADIO AND TELEVISION REPAIR**  
**RESIDENTIAL ELECTRICITY**

**SECRETARIAL**  
**SEWING MACHINE MECHANICS**  
**SMALL ENGINE REPAIR**  
**UPHOLSTERY**  
**SHEET METAL**



C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

All programs offer a diploma upon satisfactory completion of requirements.

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Commercial Sewing is an integrated treatment of the basic techniques of the needle trades by hand and machine which embraces dressmaking, tailoring, fashion designing, and related sewing fields. The course is designed to train men and women for entrance into and progress in the needle trades to develop skills in simple and complicated sewing for the family, home, factory, and the commercially self-owned dress or tailor shop. Although the course content may be directed more specifically toward one phase than another, it establishes a basic foundation for many job classifications.

Orientation	Tools and Equipment
Trade and Technology	General Handstitches
Machine Operators	Seams and Seam Finishes
Pocket Construction	Measurements
Patterns	

**NOTE:** Three quarters of Related Math and Three quarters of Communicative Skills are required for completion of program.

COMMERICAL SEWING AND TAILORING  
GRAPHIC ARTS  
MASONRY  
PLUMBING AND PIPEFITTING  
RADIO AND TELEVISION REPAIR  
RESIDENTIAL ELECTRICITY  
SECRETARIAL  
SEWING MACHINE MECHANICS  
SMALL ENGINE REPAIR  
UPHOLSTERY  
SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Length of Program: 6 Quarters (18 months)

## COURSE DESCRIPTION

A complete course in printing is conducted by the Graphic Arts Department for the purpose of helping individuals develop careers in one of the nation's largest industries. Graduates of this course have a thorough knowledge of the principles, techniques, and equipment that are employed in the printing trade and the skills necessary to translate that understanding into finished copy.

Graphic Arts students receive extensive training in each of the six major areas of the printer's trade: Composition, Camera Processes, Layout Procedures, Platemaking, Printing Presses, and Bindery Processes.

## GENERAL OUTLINE

Composition Design & Layout	Offset Camera
Stripping and Platemaking	Advanced Presswork
Primary Presswork and Bindery	Intermediate Presswork and Bindery

NOTE: Students entering this program must have a high school diploma or GED Certificate. One quarter of Related Math, one quarter of Communicative Skills, and one quarter of typewriting are required for completion of program.

## GRAPHIC ARTS

## MASONRY

## PLUMBING AND PIPEFITTING

## RADIO AND TELEVISION REPAIR

## RESIDENTIAL ELECTRICITY

## SECRETARIAL

## SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Length of Program: 6 Quarters (18 months)

## INTRODUCTION

Bricklayers are craftsmen who work with masonry materials. These craftsmen construct walls, partitions, fireplaces, chimneys, and other structures from bricks. They also use other masonry materials, such as concrete, cinder blocks, precast panels made of brick cement, tile, stone, or marble. This course endeavors to give students knowledge and skills that will enable them to become efficient workers in the masonry trade.

## GENERAL OUTLINE

Orientation  
Trade Drawing and Blueprint Reading  
Chimney and Fireplace Construction  
Shop Practices  
Masonry Materials  
Foundation and Footing  
Miscellaneous

## WHERE EMPLOYED

Bricklayers are employed primarily in the construction industry--residential and nonresidential--and in maintenance, repairs, and alterations.

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required to meet completion requirements.

## MASONRY

### PLUMBING AND PIPEFITTING

### RADIO AND TELEVISION REPAIR

### RESIDENTIAL ELECTRICITY

### SECRETARIAL

### SEWING MACHINE MECHANICS

### SMALL ENGINE REPAIR

### UPHOLSTERY

### SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

NOTE: Two classes of related work and one class of maintenance related and operationally related work are required in the construction

## WHERE EMPLOYED

Waterworks  
Sewerage and Sanitation  
Construction  
Trade Schools and Industrial Plants

## GENERAL OUTLINE

The program is designed to provide the student with the knowledge and skills necessary to enter the plumbing and pipefitting industry. The program is divided into three main areas: theory, practice, and safety. The theory portion covers the basic principles of plumbing and pipefitting, including the properties of water, the types of pipes and fittings, and the methods of installation. The practice portion provides the student with hands-on experience in the installation, repair, and maintenance of plumbing systems. The safety portion emphasizes the importance of safety in the plumbing and pipefitting industry, including the use of proper tools and equipment, and the importance of following safety procedures.

## INTRODUCTION

(Minimum 8 hours of instruction)

Length of Program: 6 Quarters (18 months)

## INTRODUCTION

Plumbers and pipefitters are craftsmen who install, repair and maintain plumbing systems. This occupation is one of the most highly skilled of the building trades. Job opportunities are excellent in this field in view of present and anticipated construction activity, which not only includes erection of new structures, but the alteration and modernization of existing structures.

## JOB DESCRIPTION

Although plumbing and pipefitting are sometimes considered to be a single trade, a worker can specialize either in one craft or the other, particularly in large cities. Water, gas and waste disposal system, especially those connected to public utility systems, are installed by plumbers. These installations are made in residential and commercial buildings, schools, industrial plants and other structures. Plumbers and pipefitters use a variety of skills in installing pipe systems. They bend, weld, braze, caulk, solder and thread joints. They use wrenches, reamers, drills, braces and bits, hammers, chisels, saws and other handtools. Hand operated hydraulic pipe benders are also used.

## PLUMBING AND PIPEFITTING

## RADIO AND TELEVISION REPAIR

## RESIDENTIAL ELECTRICITY

## SECRETARIAL

## SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

## JOB DESCRIPTION

## INTRODUCTION

## EMPLOYMENT OPPORTUNITIES

An apprentice achieves journeyman status after a five-year apprenticeship or on-the-job training. A worker must pass a state examination and obtain a license before he can become a journeyman. Some journeyman plumbers and pipefitters may become foreman for plumbing or pipefitting contractors. Many journeymen go into business for themselves. As they expand their activities, they may employ other workers, and become plumbing and pipefitting contractors.

## GENERAL OUTLINE

Orientation	Use of Tools
Safety	Blueprint Reading
Theory of Plumbing	How to Install
Maintenance Plumbing	Piping Systems

**NOTE:** Four quarters of Related Math and two quarters of Communicative Skills are required for completion of the program.

## RADIO AND TELEVISION REPAIR RESIDENTIAL ELECTRICITY

## SECRETARIAL SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required for completion of program.

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required for completion of program.

## GENERAL OUTLINE

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required for completion of program.

## LENGTH OF PROGRAM: 8 Quarters (24 months)

## COURSE DESCRIPTION

The length of the course is 24 months. This time is divided between classroom theory and shop practice. Shop conditions are set up very similar to those which are encountered in the field. Many students find part-time employment in the trade while they are still in school.

## COURSE OBJECTIVES

To help the student:

- (a) Gain knowledge and understanding in the fundamentals of electronics.
- (b) Gain knowledge and understanding of both simple and complex radio and television circuits.
- (c) Acquire skill in the use of hand tools and test equipment in the repair of radio and television receivers and other electronic devices.
- (d) Develop a proper attitude toward his work, his fellow workers, and his superiors.

## RADIO AND TELEVISION REPAIR RESIDENTIAL ELECTRICITY

## SECRETARIAL SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

## CONCISE OBJECTIVES

## CONCISE DESCRIPTION

## GENERAL OUTLINE

### A. BASIC ELECTRONICS

1. D. C. Theory
2. A. C. Theory
3. Inductance and Transformers
4. Capacitance
5. Resonant Circuits and Tuning Principles
6. Radiation and Antenna
7. Vacuum Tubes
8. Transistors

### B. RADIO

1. Introduction to Radio Principles and Radio Systems
2. Test Equipment--Hard Tools

### C. SOUND SYSTEMS

1. Hi-fi and Stereo
2. P. A. Systems
3. Recording Devices

### D. TELEVISION

1. Black & White Receivers
2. Color Receivers

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required for completion of program.

## RESIDENTIAL ELECTRICITY

## SECRETARIAL SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

NOTE: Two quarters of related work and one quarter of

3' Color Receiver  
1' Black & White Receiver  
B' TELEVISION

2' Sound System  
3' 6" 1/2 Speaker  
1' Hi-Fi and Stereo  
C' SOUND SYSTEMS

3' Test Equipment-Hand Tools  
1' Introduction to Radio Principles and Radio Systems  
B' RADIO

2' Transistors  
1' Vacuum Tubes  
4' Regulation and Filament  
2' Vacuum Circuit and Power Supplies  
4' Capacitors  
3' Inductance and Transformers  
2' A.C. Theory  
1' D.C. Theory  
A' PHYSIC/ELECTRONICS

## GENERAL OUTLINE

Length of Program: 8 Quarters (24 months)

## COURSE DESCRIPTION

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of electrical installation in new buildings, rewiring of old buildings, electrical maintenance and repair, and troubleshooting of electrical equipment and installations. Upon completion of a 24-month curriculum in Electricity, the graduates are qualified for the following positions:

- \*Electrician
- \*Electrical Appliance Repairman
- \*Field Estimator
- \*Laboratory Test Technician

## WORKING CONDITIONS

The surrounding and working conditions of the electrical trade are favorable to the worker. It offers opportunities for indoor and outdoor work. Working hours and conditions permit the electrical worker to find pleasure in doing a first-class job. On many jobs, the electrical worker has the opportunity to deal with customers; therefore, personal conduct of the craftsman affects future advancement of the electrical field and industry.

## RESIDENTIAL ELECTRICITY

SECRETARIAL  
SEWING MACHINE MECHANICS

SMALL ENGINE REPAIR

UPHOLSTERY

SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Electrical work is a highly skilled occupation. It requires a high degree of technical ability and a strong sense of responsibility. The electrical worker is responsible for the safety of the public and the proper functioning of the electrical system. The electrical worker must be able to read and interpret blueprints, and must be able to work with a variety of electrical equipment and materials. The electrical worker must also be able to work in a team environment and must be able to communicate effectively with others.

## WORKING CONDITIONS

- Varies with technician
- High electrical
- Electrical equipment operation
- Electrician

Working conditions for the electrical technician are generally good. The technician is responsible for the safety of the public and the proper functioning of the electrical system. The technician must be able to read and interpret blueprints, and must be able to work with a variety of electrical equipment and materials. The technician must also be able to work in a team environment and must be able to communicate effectively with others.

## COURSE DESCRIPTION

Length of program: 2 semesters (24 months)

## OPPORTUNITIES

The opportunity is open for the electrical worker to become a first-class journeyman by understanding new phases of the electrical field. From first-class journeyman, he can advance to the position of foreman or contractor.

## GENERAL OUTLINE

- |                                    |  |
|------------------------------------|--|
| Applying Ohm's Law                 | Estimating and Electrical Specifications |
| Performing Basic Wiring Techniques | Electrical Principles                    |
| Wiring Circuits                    | Electrical Maintenance                   |
| Wiring for Light and Outlets       | National Electrical Code                 |
|                                    | Reading Blueprints                       |

NOTE: Four quarters of Related Math and two quarters of Communicative Skills are required for completion of the program.

- |                                 |                  |
|---------------------------------|------------------|
| Typewriting                     | Bookkeeping      |
| Shorthand                       | English          |
| Business English                | Business Math    |
| Office Procedures and Practices | Office Machinery |

\*Students entering the program must be high school graduates or have a GED Certificate.

SECRETARIAL  
SEWING MACHINE MECHANICS  
SMALL ENGINE REPAIR  
UPHOLSTERY  
SHEET METAL



SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

- 1. Spring Holidays coinciding with AEA convention
- 2. Two weeks summer vacation
- 3. Independence Day
- 4. One week in August or September for Summer Conference
- 5. One day for Labor Day
- 6. One day for Veterans Day
- 7. Two days for Thanksgiving
- 8. Two weeks for Christmas holidays

DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

NOTE: Some degree of related work and two degrees of

General Outline

Length of Program: 4 Quarters (12 months)

PROGRAM DESCRIPTION

This phase of business offers the students an opportunity to develop those skills, abilities, and understandings that will enable them to enter, perform and progress in a position in the modern business office.

The secretary performs a variety of duties such as taking and transcribing dictation, processing mail, filing, receiving and screening callers, etc.

In addition to skill courses, students take business English, business math, and business law.

To develop desirable secretarial traits, secretarial office practice consists of developing traits affecting performance and human relations.

PHASES OF TRAINING

Typewriting	Bookkeeping
Shorthand	Filing
Business English	Business Math
Office Practices and Procedures	Office Machines

NOTE: Students entering this program must be high school graduates or have a GED Certificate.

SECRETARIAL  
SEWING MACHINE MECHANICS  
SMALL ENGINE REPAIR  
UPHOLSTERY  
SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

**DIPLOMA:**

All programs offer a diploma upon satisfactory completion of requirements.

### ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Length of Program 5 Quarters (15 months)

## PROGRAM DESCRIPTION

Industrial Sewing Machine Mechanics is a 15-month instructional program that provides both basic and advanced technology in the repairing of industrial sewing machines and mechanical accessories, such as: cloth cutting machines, spreading machines, cloth fusing machines, die cutting machines, pneumatic accessories, seam equipment, and electrical components.

## EMPLOYMENT OUTLOOK

When training is completed the graduates are qualified to work as sewing machine repairmen, machine salesperson, or maintenance mechanic.

There is a great demand for journeyman helpers, apprentices, and master sewing machine mechanics in industries and neighborhood repair shops. Mechanics can be advanced to supervisory or managerial positions.

# SEWING MACHINE MECHANICS

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



## SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

1. Spring Holidays coinciding with AEA convention
2. Two weeks summer vacation
3. Independence Day
4. One week in August or September for Summer Conference
5. One day for Labor Day
6. One day for Veterans Day
7. Two days for Thanksgiving
8. Two weeks for Christmas holidays

## DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

## ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

## EMPLOYMENT OUTLOOK

After completing the program, graduates will be prepared to enter the workforce in a variety of occupations. The program is designed to provide students with the skills and knowledge necessary to succeed in the field of small engine repair, upholstery, and sheet metal.

## PROGRAM DESCRIPTION

(Minimum 51 credits (12 months))

## GENERAL OUTLINE

Thread, cloth and needle types  
Federal Basic Stitches and Seams  
Tools and their use  
ARC Acetylene Welding and Soldering  
Basic Electricity  
Making Folders and Jibs  
Installing and maintaining Pneumatic, Fluidic, and Seam equipment

NOTE: Two quarters of Related Math and two quarters of Communicative Skills are required for completion of program.

Small Engines

Chain Saws

Outboard Motors

Small Tractors

Motocycles

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required for completion of program.

## SMALL ENGINE REPAIR

## UPHOLSTERY

## SHEET METAL



SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

- 1. Spring Holidays coinciding with AEA convention
- 2. Two weeks summer vacation
- 3. Independence Day
- 4. One week in August or September for Summer Conference
- 5. One day for Labor Day
- 6. One day for Veterans Day
- 7. Two days for Thanksgiving
- 8. Two weeks for Christmas holidays

DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Length of Program: 5 Quarters (15 months)

The Small Engine Mechanic uses common tools such as wrenches and other hand tools as well as special tools designed for working with hard-to-remove parts. Special testing equipment is also used to make problems easier to diagnose.

In diagnosing malfunctions, the mechanic may use special testing equipment and "strip down" some components for closer examination. Once the defective parts are located, the mechanic repairs or replaces them.

GENERAL OUTLINE

- |                 |                |
|-----------------|----------------|
| Lawn Mowers     | Small Tractors |
| Chain Saws      | Motorcycles    |
| Outboard Motors |                |

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required for completion of program.

SMALL ENGINE REPAIR  
UPHOLSTERY  
SHEET METAL



SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

- 1. Spring Holidays coinciding with AEA convention
- 2. Two weeks summer vacation
- 3. Independence Day
- 4. One week in August or September for Summer Conference
- 5. One day for Labor Day
- 6. One day for Veterans Day
- 7. Two days for Thanksgiving
- 8. Two weeks for Christmas holidays

DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

Communication skills are required for completion of the program. Two quarters of Related Math and one quarter of Communicative Skills are required for completion of program.

Orientation  
Finishing Furniture  
Stuffing and Padding  
Specialization Draping  
Covering Dinette Chairs, Occasional Chairs, and Platform Rockers

GENERAL OUTLINE

Paneling and Trimming  
Framing Preparation  
Foundation and Body Work  
Car Seat Covering  
Design and Layout  
Pattern Making  
Fabrication  
Repair and Refinishing

Length of Program: 8 Quarters (24 months)

INTRODUCTION

No home is complete without some type of upholstered furniture. Furniture upholstery involves a mastery of techniques on a wide variety of pieces ranging from elaborate settees and upholstered chairs to recreation room furniture and inexpensive dinette sets. Upholstered furniture is covered with leather, brocade, velveteen, rayon, cotton, wool, fabric blends, and plastics. Some pieces are tufted or piped, others plain, some have braiding or welt around the sides, and others are trimmed with bright upholstery tacks.

Whatever the type of covering, style, or decoration, all upholstered furniture is the handwork of a group of skilled craftsmen known as upholsterers.

Upholstery is not only confined to furniture for the home, but also includes the interior of automobiles.

GENERAL OUTLINE

Orientation  
Finishing Furniture  
Stuffing and Padding  
Specialization Draping  
Covering Dinette Chairs, Occasional Chairs, and Platform Rockers

Paneling and Trimming  
Framing Preparation  
Foundation and Body Work  
Car Seat Covering  
Design and Layout  
Pattern Making  
Fabrication  
Repair and Refinishing



SCHOOL CALENDAR

C. A. Fredd State Tech. operates on the quarter system. Each quarter consists of a minimum of 54 school days, with each day having 6 hours of classroom and shop instruction. Students attending night school attend Monday, Tuesday, and Wednesday nights from 5:30 - 10:30.

The following are days that the school is not in session:

- 1. Spring Holidays coinciding with AEA convention
- 2. Two weeks summer vacation
- 3. Independence Day
- 4. One week in August or September for Summer Conference
- 5. One day for Labor Day
- 6. One day for Veterans Day
- 7. Two days for Thanksgiving
- 8. Two weeks for Christmas holidays

DIPLOMA:

All programs offer a diploma upon satisfactory completion of requirements.

ASSOCIATE DEGREE:

Students desiring an associate degree must complete a diploma program at C. A. Fredd and a specified number of hours at the Junior College Division of Shelton State Community College. The number of hours required at Shelton State is determined by the length of the diploma program at C. A. Fredd.

NOTE: Two quarters of Related Math and one quarter of Communicative Skills are required for completion of this program.

- General Outline
- Job Opportunities
- Introduction
- Length of Program
- Course Description

GENERAL OUTLINE

Sheet Metal workers are skilled craftsmen who design, sketch, read blueprints and draft patterns of products made from sheets of Galvanized iron and other metals. They estimate the cost, and build heating, air conditioning and blowpipe systems, gutters, downspouts and metal roofing. Sheet Metal workers use hand tools and machines such as the Brake, Forming Rolls, Squaring Shears, and Pittsburgh Machine.

INTRODUCTION

Length of Program: 6 Quarters (18 months)

COURSE DESCRIPTION

Sheet Metal workers are skilled craftsmen who design, sketch, read blueprints and draft patterns of products made from sheets of Galvanized iron and other metals. They estimate the cost, and build heating, air conditioning and blowpipe systems, gutters, downspouts and metal roofing. Sheet Metal workers use hand tools and machines such as the Brake, Forming Rolls, Squaring Shears, and Pittsburgh Machine.

JOB OPPORTUNITIES

Employment of Sheet Metal workers in construction is expected to increase as fast as the average for all occupations through the mid - 1980's. In addition to jobs from employment growth, many openings will arise as experienced workers retire, die, or leave work for other reasons.

Although job openings may fluctuate from year to year due to ups and downs in construction activity, jobs may be available in other industries. There is a demand for skilled Sheet Metal workers in ship building, aircraft manufacturing, farm equipment, trailer and van manufacturing, and space vehicles.

GENERAL OUTLINE

- Safety
- Design and Theory
- Welding
- Installation
- Drawing and Layout
- Roofing
- Fabrication
- Repair and Maintenance

NOTE: Three quarters of Related Math and two quarters of Communicative Skills are required for completion of this program.

SHEET METAL



Printed by the  
Graphic Arts Department  
Frederick State Technical College